

# Equality and Diversity – Supplementary (Training Courses)

## Document Control

Date	Status/updates	
10/04/2025	In draft	
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## Policy Text

This policy covers instructors/assessors and learners on training courses provided by YWT.

This policy must be read in conjunction with the [Yorkshire Wildlife Trust Equality and Diversity Policy](#) (as part of the staff handbook), which takes precedence over this policy in the case of any contradictions.

## Commitments

Yorkshire Wildlife Trust objectives are:

- Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practice are embedded in our performance to meet the needs of learners
- Working together to provide accessible and relevant service provision that responds to learners' needs

Yorkshire Wildlife Trust understands the diverse nature of individuals by:

- Appreciating the needs of individuals and learners
- Meeting the needs of individuals and learners
- Ensuring information and learning opportunities are available to everyone
- Ensuring individuals and learners are not prejudiced
- Insensitivity to difference – ensure individuals and learners are not ignored and will be included
- Over generalisation – efforts are made to obtain individual information
- Assumed homogeneity – differences of individuals and learners are acknowledged
- Overt double standards – provide the same treatment
- Under representation or exclusion – include individuals and learners whenever relevant
- Stereotyping – avoid stereotyping individuals and learners

Yorkshire Wildlife Trust is committed to taking positive steps to ensure that:

- All people are treated with dignity and respect, valuing the diversity of all

- Equality of opportunity and diversity is promoted
- The differences and individual contributions are recognised and valued
- Services are accessible, appropriate and delivered fairly to all
- Individuals and learners are made aware, understand, agree and are willing to implement this policy
- All individuals and learners will have access to this policy
- Effective record keeping and monitoring is in place to measure effectiveness

### Training and Qualifications

- Every learner is assessed according to his or her personal capability prior to any training/qualification/assessment
- Training and qualifications are offered to learners who can achieve the required standards and free from unnecessary barriers that restrict access and progression
- Content and language of all written information including training and assessment materials are non-discriminatory and free from social and racial bias or stereotypical wording
- Promotional materials are monitored for the use of potentially discriminatory language and bias and make use of images that are representative of society
- Appeals policy is published and made available to individuals and learners
- Reasonable adjustments policy is published and made available to ensure that this is achieving its objective of providing all learners with equal access to fair training /qualifications/ assessment
- Monitoring of data on ethnicity, gender, age, and disability in relation to learners
- Learners with a protected characteristic, when they are undertaking one of our training /qualifications/assessment, are neither advantaged nor disadvantaged in comparison to learners who do not share that characteristic.

### Reasonable Adjustment

It is the responsibility of Yorkshire Wildlife Trust and its instructors/ assessors/ staff/ subcontractors to identify learners who are having difficulty or are likely to have difficulty in undertaking training or assessment activities. It is important that the learner is involved in all discussions to set any reasonable adjustments.

We will endeavour to accommodate the needs of learners with a particular training, qualification or assessment requirement, according to individual circumstances, ensuring such learners are not disadvantaged in relation to other learners and that certificates accurately reflect learner attainment.

We will give every consideration to reasonable adjustment or special consideration requests and will consult with and follow the Awarding Organisation or Accrediting Body process for which the training /qualification/assessment is accredited with. Records of reasonable adjustments will be kept for audit purposes and evaluated for trends and continual improvement.